

May 1, 1967

Ad hoc Committee Proposals on Biennial Summaries  
of Records Holdings (SF 136)

1. Reporting Frequency. Change period from biennial to annual. Provide check boxes to show whether the reported figures are "Actual" based on an inventory or estimated. \_\_\_\_\_
2. Reporting Period. Provide for submission to GSA by August 1, 1968, and each year thereafter. Agencies may obtain data any time during the year, either on a calendar or fiscal year basis.
3. Non-record Material. Provide check boxes to show whether the reported figures include non-record material. Also require that agencies notify GSA when a change in this reporting method may occur and the quantity of non-record material that has been included or excluded.
4. Records Disposition. Require agencies to report quantity of records destroyed.
5. Records Creation Data. Arrange report form to provide a total figure for records created on the basis of the following formula:
  - a. Agency records on hand at beginning of reporting period. XXXX
  - b. Minus records transferred to FRC's or the National Archives. XXXX
  - c. Minus records destroyed. XXXX
  - d. Total  $a - (b + c)$ . XXXX
  - e. Agency records on hand at end of reporting period. XXXX
  - f. Total quantity of records created during reporting period (e - d). XXXX
6. Table of Equivalents. Add data for shelf files (ratio of linear feet of shelving to volume of records: letter size,  $4/5$  cu. ft.; legal size, 1 cu. ft.).
7. Physical Characteristics. Include magnetic tape in total volume of records holdings; show as a separate figure the number of reels of tape so included.